

Coronavirus Disease 2019 (COVID-19)

Outbreak Reporting Guidance for County Health Departments for COVID-19 & Acute Respiratory Illness (ARI)

Version 1 | March 30, 2020

Overview of Activities

- **Create an outbreak in Merlin's outbreak module within the same day of notification of any one of the following:**
 - **Priority: long-term care facility, skilled nursing facility, or assisted living facility**
 - One or more laboratory-confirmed COVID-19 cases among residents or staff, or
 - Two or more acute respiratory illness (ARI) cases among residents or staff within 96 hours, or
 - Two or more pneumonia cases among residents or staff within 96 hours
 - Correctional facility/juvenile detention center, adult daycare, hospital, post-secondary school, shelter, workplace, other setting type (excluding household-associated cases, primary or secondary schools, and child daycares)
 - One laboratory-confirmed COVID-19 case and one individual with ARI within 96 hours, or
 - Two or more laboratory-confirmed COVID-19 cases within 96 hours, or
 - Two or more ARI cases within 96 hours
 - **Priority: a combination of laboratory-confirmed COVID-19 cases or ARI cases that is greater than or equal to five within 96 hours**
 - Primary or secondary school or child daycare
 - One laboratory-confirmed COVID-19 case and two or more ARI cases that all share an epidemiologic linkage (same classroom, bus, extracurricular activity, etc.) within 96 hours, or
 - Two laboratory-confirmed COVID-19 cases and one or more ARI cases that all share an epidemiologic linkage (same classroom, bus, extracurricular activity, etc.) within 96 hours, or
 - Three or more ARI cases that all share an epidemiologic linkage (same classroom, bus, extracurricular activity, etc.) within 96 hours
 - **Priority: a combination of epi-linked (same classroom, bus, extracurricular activity, etc.) laboratory-confirmed COVID-19 cases or ARI cases that is greater than or equal to five within 96 hours**

An ARI case is defined as an individual with two or more of the following symptoms:

- Coryza/runny nose
 - Cough
 - Difficulty breathing
 - Fever
 - Shortness of breath
 - Sore throat
 - Wheezing
- **Link any laboratory-confirmed COVID cases to the outbreak you create.**
 - **Add any ARI cases who have specimens collected for testing at the Bureau of Public Health Laboratories (BPHL) to the people roster in the outbreak.**
 - Adding people will prompt BPHL laboratory results to auto-attach to the outbreak as they become available in ELR.

- **Complete the following essential fields upon outbreak creation:**
 - Background section:
 - Outbreak name
 - FDOH notified date
 - Syndrome
 - Select “respiratory illness”
 - Disease
 - Select “coronavirus disease 2019 (COVID-2019) – 00342”
 - Outbreak
 - Investigated
 - Geographic location section:
 - County
 - Setting information section:
 - Setting type
 - Setting name
 - Setting address
 - Number potentially exposed
 - Transmission:
 - Primary mode of transmission
 - Select “direct – person to person or droplet”
 - Results section:
 - Total cases & total type
 - Total non-staff cases
 - Total staff cases
 - Total unknown cases
 - Leave blank or record “0” if you record staff and non-staff case counts
 - Number hospitalized & total type
 - Number died & total type
 - Additional information section:
 - Question 1 (number of cases with reported pneumonia) & total type
 - Question 2 (were specimens collected for testing at BPHL?)
 - Question 3 (were viral agents identified outside of BPHL?) & table (if applicable)
 - Question 4 (other pathogens, if applicable)
 - Question 5 (active surveillance recommended & implemented)
 - Question 6 (postponement of group activities recommended & implemented)
 - Question 7 (isolation/quarantine of residents recommended & implemented)
 - Question 8 (coordination of additional PPE or other supplies)
 - Question 9 (employee education on hand hygiene and PPE use)
 - Clinical results section:
 - Symptoms
 - Laboratory results section:
 - Laboratory-confirmed human specimens
 - Conclusions/lessons learned section:

- Recommendations/specific control measures provided to site/facility
 - Method of providing recommendations (select all that apply)
 - Recommendations implemented
- **Update the outbreak daily until the outbreak has ended.**
- **Close the outbreak when the investigation has ended by entering the date the investigation ended (background section).**
- **Once closed, submit the outbreak.**